

December 18, 2023

Athana.Mentzelopoulos@albertahealthservices.ca

Athana Mentzelopoulos
President and CEO
Alberta Health Services
Seventh Street Plaza, 14th Floor, North Tower
10030 – 107 Street NW
Edmonton AB T5J 3E4

Dear Athana,

NOTICE TO BARGAIN

Pursuant to sections 43, 59, 60 and 61 of the *Labour Relations Code*, please accept this as notice to commence collective bargaining between Alberta Health Services and United Nurses of Alberta.

The names and addresses of the person or persons resident in Alberta who are authorized to bargain collectively; conclude a collective agreement; sign a collective agreement on behalf of the bargaining agent are:

Heather Smith, 7th Floor, 11150 Jasper Avenue, NW, Edmonton, Alberta T5K 0C7
David Harrigan, 7th Floor, 11150 Jasper Avenue, NW, Edmonton, Alberta T5K 0C7
Blair Bukmeier, 7th Floor, 11150 Jasper Avenue, NW, Edmonton, Alberta T5K 0C7

We note that the Auxiliary Nursing Care bargaining unit will soon also be in negotiations.

Please note that section 149 (1) (f) states:

149(1) No employer or employers' organization and no person acting on behalf of an employer or employers' organization shall suspend, discharge or impose any financial or other penalty on an employee, or take any other disciplinary action against an employee, by reason of the employee's refusal to perform all or some of the duties and responsibilities of another employee who is participating in a strike that is permitted under this Act;

In the event of a strike permitted under the *Code* involving the Auxiliary Nursing Care unit, we will be advising our members not to perform any duties or responsibilities of members of that unit. According to documents recently submitted to the Labour Relations Board, those duties and responsibilities are found at Appendix 1 of this document.

Notice to Bargain – Alberta Health Services

We recognize that some people may feel that it does not make labour relations sense to have essentially no nursing care being provided if only one of the two nursing units took job action, but the Labour Relations Board was alerted to this issue and determined it did not pose a concern which they needed to address.

We look forward to beginning discussions to conclude a new Collective Agreement.

Sincerely,

A handwritten signature in black ink, appearing to read 'DH', with a stylized flourish extending to the right.

David Harrigan
Director of Labour Relations

c.c.: Raelene Fitz – Lead Negotiator, Alberta Health Services Raelene.Fitz@albertahealthservices.ca
Labour Relations Officers

Standardized Provincial Job Description – Clinical

Licensed Practical Nurse

Approval

Todd Gilchrist

(Print Name) Vice President, People

Approval Signature: _____

Date: 02-MAR-2020

Sean Chilton

(Print Name) VP Health Professions & Practice

Approval Signature: _____

Date: 02-MAR-2020

Process for Development

The process followed for all provincial approved job descriptions includes broad stakeholder involvement and process led by subject matter expert (e.g., senior practice lead in the discipline). Job description development is completed via targeted provincial working group or discipline provincial professional practice council. Stakeholder review occurs over two phases: phase I with targeted stakeholders and phase II with executive leadership, disseminated to zone/site leaders, as applicable. HR Job Evaluation reviews are completed after phase I and phase II edits.

For further information, please see
<http://insite.albertahealthservices.ca/845.asp>

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Part A – Primary Information

1	Position Details <i>List all classification-related information.</i>
Classification Title	Licensed Practical Nurse
Working Title	Licensed Practical Nurse
Bargaining/Job Group	AUPE – Auxiliary Nursing

Part B – Job Specifics

2	Job Summary <i>Briefly describe the primary purpose of the role and how the work performed supports the department or program.</i>
<p>The Licensed Practical Nurse (LPN) is a regulated health care professional member who collaborates and participates in the provision of health services* in a variety of practice settings to individuals, families, groups, and communities throughout the life span. LPNs utilize the nursing process, critical thinking, problem solving, and decision making skills to provide care.</p> <p>The LPN “provide[s] holistic licensed practical nursing care considering the whole person, the environment and the concepts of health promotion, illness prevention, health maintenance, restoration and protection” (CLPNA, Standards of Practice for Licensed Practical Nurses in Canada, 2013). “The level of independence for the LPN in practice depends upon several factors including: client needs, complexity, predictability; competencies of the individual nurse (LPN) and the other nurses (LPNs, RNs, RPNs) on the team; and, support available in the environment” (CLPNA, Scope of Practice for Licensed Practical Nurses in Alberta, 2016).</p> <p>According to the <i>Health Professions Act</i> (2000), “In their practice, licensed practical nurses do one or more of the following: (a) apply nursing knowledge, skills and judgment to assess patients’ needs, (b) provide nursing care for patients and families, (b.1) teach, manage and conduct research in the science, techniques and practice of nursing, and (c) provide restricted activities authorized by the regulations.”</p> <p>Scope of practice refers to the knowledge of LPNs and application of licensed practical nursing knowledge, skills and judgement to assess patient needs and provide nursing care that is reflective of practical nursing preparation and continuous learning relevant to LPN practice.</p> <p>The LPN performs restricted activities and provides care according to the needs of the patient population and the service delivery system/model of care. The authorization to perform interventions (including health services restricted activities) are based on the following: Alberta Legislation - Schedule 10, Section 3 of the Health Professions Act (HPA) (2000) and Schedule 7.1 of the Government Organization Act (GOA) (2000); Alberta Regulation - the HPA Licensed Practical Nurses Profession Regulation (2003); and guided by the College of Licensed Practical Nurses of Alberta (CLPNA).</p> <p>The LPN provides safe, effective, compassionate and ethical care and adheres to CLPNA’s Code of Ethics for Licensed Practical Nurses in Canada and the Standards of Practice for Licensed Practical Nurses in Canada;</p>	

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and other CLPNA's Standards, Guidelines, and Practice Policies; and the Alberta Health Services (AHS) Code of Conduct and applicable AHS governance documents.

**** Health service(s)** means a service or actions performed for or with a patient to protect, promote or maintain health; to prevent illness; to diagnose, treat or rehabilitate; or to take care of the health needs of the ill, disabled, injured or dying. (Health Information Act [Alberta])

**** Patient** means an adult or child who receives or has requested health care or services from Alberta Health Services and its health care providers or individuals authorized to act on behalf of Alberta Health Services. This term is inclusive of residents, clients and outpatients.

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Key Responsibilities

This section should capture the regular and reoccurring duties of the position which represent a significant portion of the time and reflect the primary focus of the job. Include more headings if required.

Assessment

- Incorporates critical thinking and relational practice to conduct comprehensive assessments that emphasize patient input and acknowledge the determinants of health.
- Performs initial and ongoing nursing assessments of patients applying principles of holistic licensed practical nursing care focusing on the emotional, developmental, physical and mental health considering social, cultural, spiritual and social determinants of health when working with patients and families.
- Assesses patient's beliefs/values system, lifestyle, interest/ability to participate in their care, and other factors impacting successful treatment outcomes.
- Identifies and analyzes the assessment data to participate and collaborate in selecting established nursing diagnosis.
- Communicates the established nursing diagnosis to patient, health care team and other providers of care as appropriate.
- Uses critical inquiry to assess, plan and evaluate the effectiveness of interventions on client outcomes.
- Provides monitoring of patient's response to interventions, identifies deviations from expected outcomes and responds accordingly.
- Assesses crisis situations and communicates as appropriate.
- Assesses patient's ability to function in their environment without risk to self or others.

Planning

- Draws on diverse sources of knowledge and ways of knowing which includes the integration of nursing knowledge along with the knowledge from the sciences, humanities, research and practice experiences.
- Engages patients and families in a non-judgemental approach regardless of life circumstance or diagnosis, to identify specific needs based on comprehensive assessments and clinical judgments of the patient's health status. Determines appropriate responses/follow-up with the patient and consultation with other health care providers.
- Develops and implements patient-centered care plans in collaboration with the patient and family, the health care team and other care providers, to facilitate continuity of care across the continuum.
- Prioritizes nursing action(s), in alignment with patient goals.
- Consults with patient/family and identifies measurable short-term and long-term patient outcomes, and communicates same to the health care team and other care providers.

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- Identifies and initiates interventions within the LPN scope of practice.
- Collaborates and negotiates care and consults with other members of the nursing team, other health care providers, and community service providers as needed to meet patient/family/community needs.
- Appropriately assigns care and supervises unregulated health providers delivering nursing care and provides ongoing evaluation of care.
- Supervises the practice of a nurse on the provisional register according to the conditions of the permit.
- Mentors, teaches, coaches students and staff and preceptors students.
- Collaborates with the patient and/or family, health care team and other care providers, in the development and implementation of a transition in care/discharge plan to meet the patient's needs, including the identification and coordination of resources required to ensure continuity of care across the continuum.
- Reviews health information including diagnosis and treatment plans for patients and responds to patient questions and concerns.

Implementation

- Coordinates the ongoing delivery of the patient-centered care plans.
- Implements prescribed interventions (e.g. diagnostic tests, medications).
- Performs independent nursing interventions based upon their practice experiences and the application of critical thinking and inquiry to guide decision-making. The LPN consistently applies research and evidence to inform practice.
- Performs Restricted Activities (RA) as outlined by the GOA, and authorized by the CLPNA in the Licensed Practical Nurses Profession Regulation provided the LPN has competency to perform the RA and the RA is appropriate for the patient in that practice setting. This includes the supervision of RA by students in an approved practical nursing program.
- Assign and supervise the performance of restricted activities by unregulated health care providers, as identified by CLPNA Standards that the LPN is authorized and competent to perform.
- Collaborates with patients, families and communities to determine health learning needs and to provide education as needed.
- Utilizes patient educational materials to support patient understanding of health care, health promotion and health maintenance.
- Recognizes deficits related to vision, hearing, speech, language, cognition, social and contextual circumstances. Adapts care to minimize these challenges while promoting patient health and independence.
- Provides culturally sensitive care and establishes culturally safe relationships.
- Demonstrates effective communication skills when implementing nursing interventions (including effective verbal and written skills).
- Demonstrates leadership through collaboration with the nursing team to plan, implement and evaluate care.
- Collaborate and provide guidance to other members of the health care team as needed.
- Advocates for/with the patient to achieve patient centered outcomes.
- Adheres to all applicable clinical documentation requirements as outlined in legislation and regulations, professional practice standards, ethical standards, accreditation standards and AHS policy.

Evaluation

- Collects and interprets data to evaluate nursing activities and patient's response to interventions.

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- Evaluates, in collaboration with the patient/family, progress toward achievement of expected outcomes, and modifies interventions and the plan of care to achieve desired outcomes as appropriate.
- Consults with the collaborative care team to discuss changes related to patient status and intervenes as appropriate.

Decision Making/Clinical Judgement

- Utilizes the nursing process, critical thinking, problem solving and decision making skills to provide care to individuals, families, groups, and communities across the life span.
- Applies nursing informatics by integrating and managing nursing data and knowledge with information and communication technologies to support nursing practice and promote the health of patients.
- Practices independently and interdependently to identify patient needs for additional support. Decisions regarding appropriate nursing interventions are made, within the LPN scope of practice, as appropriate to meet patient population needs and in the context of the care setting.
- Makes recommendations regarding changes to the patient's plan of care and coordinates and evaluates the overall plan of care in collaboration with the health care team based on an ongoing assessment of the patient's status.
- Respects confidentiality and privacy while collecting, accessing, using and disclosing health and personal information to protect patients, co-workers, the public, and AHS business information.

Quality and Safety

- Utilizes knowledge of nursing care indicators (i.e. nursing sensitive outcomes) that most influence patient outcomes applicable to patient population.
- Engages in quality improvement processes by working with others to identify and implement areas for improved service delivery and patient outcomes (e.g. Choosing Wisely Canada Campaign).
- Incorporates strategies for quality improvement and patient safety.
- Audits and self-evaluates own practice and participates in the evaluation of clinical processes in the interest of continuous clinical quality improvement and identifies opportunities for improvement (e.g. adherence to best practice, standards, understanding variation from best practice).
- Meets infection prevention and control requirements by adhering to AHS infection prevention control practice support documents and additional precautions when required.
- Uses equipment and supplies according to established standards and processes.
- Uses appropriate lifting and transfer techniques.
- Disposes of and handles hazardous materials according to WHMIS and AHS policies and practice support documents.
- Recognizes safety issues and trends and reports appropriately.
- Recognizes and responds appropriately to emergency situations.

Part C - Mandatory Elements to be included for AHS jobs

4

Patient and Family Centred Care (PFCC)

- Models Patient and Family Centred care principles in interactions with patients, families, and team.
- Involves patients and families in decisions and respects patient preferences
- Engages patients and families as partners in care, to improve patient health care outcomes and the healthcare experience

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5	Collaborative Practice
<ul style="list-style-type: none"> Models and encourages team communication and decision making approaches that mobilize and sustain effective teamwork and collaborative practice Engages with the team, patients and families in acknowledging, addressing and resolving conflict Engages in respectful communication and demonstrates respect to all in the workplace 	
6	AHS Values
<ul style="list-style-type: none"> Displays and models professional behaviour that enacts AHS values Promotes and maintains a safe, productive and healthy work environment 	
7	Excellence in Professional Practice
<ul style="list-style-type: none"> Uses self-reflection, evidence and goal setting to guide professional practice development Practices in alignment with professional standards, ethics, regulation, legislation and AHS requirements Models and promotes a shared commitment to excellence in professional practice 	

Part D – Supporting Information

8	Employment Requirements <i>List the type(s) and level(s) of education, training, experience, certificates, professional memberships, required to perform the responsibilities of the role (bona fide occupational requirements).</i>
Formal Education <i>Minimum education requirements of the job</i> Diploma preparation or equivalent as assessed and determined by the College of Licensed Practical Nurses of Alberta (CLPNA).	
Professional Membership(s) <i>Professional registrations and designations, in order to practice</i> Active registration and practice permit with the College of Licensed Practical Nurses of Alberta (CLPNA) required. CLPNA requires LPNs to have advanced authorization for the following areas of LPN advanced practice: advanced practice foot care, advanced practice perioperative nursing and advanced practice orthopedic nursing.	
Certificates and/or License(s) <i>May include certification to perform certain duties or courses for certain area (e.g., Basic Life Support (BLS) Certification, Alberta Aids to Daily Living (AADL) Authorizer status, etc...)</i> Current Healthcare Provider Basic Life support (CPR) certificate Certification(s) as may be required within the scope of the position assignment	
Skills and Experience <i>List the type and length of experience required and the specific skills that are required to perform the duties of the job</i> Type and length of experience required as determined by the practice setting. Knowledge: <ul style="list-style-type: none"> Depth and breadth of nursing knowledge and complex reasoning reflective of level of education. Nursing standards/protocols as required in area of nursing specialty related to job assignment. Basic nursing care procedures. 	

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- Scope of practice as defined by Schedule 10 of the Health Professions Act of Alberta, Licensed Practical Nurses Profession Regulation and CLPNA Standards of Practice and other guiding documents.

Note: Any additional specific knowledge requirements are to be identified for specific job assignment.

Skills:

- Strong communication skills utilizing a variety of modalities (e.g. verbal, written, active listening) and ability to adapt communication style to meet the needs of specific patient/family, relay patient information to the most responsible health practitioner on and off-site, in a timely, concise, accurate manner, in order to facilitate treatment decisions.
- Assessment skills to recognize and respond appropriately to changes in patient status.
- Effectively uses information and communication technology to improve patient/family/community-centered care.
- Effective negotiation and conflict resolution skills.
- Complex reasoning skills reflective of level of education to make decisions in strenuous and changing environments by compiling information from multiple sources.
- Sound judgment.
- Attitude and behavior that conveys respect and dignity of all persons.
- Able to establish professional, safe, inclusive and respectful relationships.
- Demonstrates AHS competencies when working with patients/families, staff, students, and volunteers.
- Recognizes and addresses power imbalances in professional, interpersonal and therapeutic relationships.
- Independent and shared accountability in a just and trusting culture.
- Compassionate, empathic and caring attitude.
- Basic use of technology and competency in computer, clinical electronic device use, and electronic documentation.
- Effectively uses technology to identify, define, manage and communicate information and knowledge that supports nursing practice.
- Seeks and gives feedback to the care team to facilitate a collaborative approach to patient care.

Abilities:

- Balance numerous demands and conflicting priorities.
- Work within a team environment and effectively contribute to patient planning processes.

9

Work Direction

Identify the most prevalent type of leadership being performed and give examples.

- ☒ **Collegial Guidance:** helps or advises colleagues or peers with a shared responsibility for operational/business needs.
E.g. Provides guidance to peers reflective of Licensed Practical Nursing care.
- ☒ **Coach/Mentor:** a work relationship where typically someone with more experience provides guidance and support/advice to other team members.
E.g. Mentors LPNs and practical nursing students.
- ☐ **Functional Supervision:** provides leadership and direction to staff and/or contractors to ensure daily operational requirements are met (w/o formal reporting relationship).
[Click here to provide example\(s\).](#)
- ☐ **Professional Practice Leadership:** Leads evidence informed practice and advances professional and program development, across the zone, to optimize quality and patient outcomes.
[Click here to provide example\(s\).](#)
- ☐ **Direct Supervision (for Non-Union Exempt Employees only):** List classifications this position provides supervisory operational leadership/direction to, as indicated on the organizational chart.
[Click here to provide example\(s\).](#)

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Is this a significant portion of the job?

☐

Yes

X

No

[Click here to enter text.](#)

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Job Complexity

Describe the process used to make decisions and solve problems to illustrate the scope of the role and job complexity.

Give an example of a routine problem this position would be required to solve. Describe the end-to-end process to solve the problem and implement its outcome. Include steps, alternatives, or decisions used in the process.

A routine problem an LPN would be required to solve involves responding to changes in a patient's clinical condition. The LPN identifies deviations when monitoring the patient, assesses changes in the patient status and responds accordingly. Decisions as to appropriate nursing interventions are made within the LPN scope of practice, as appropriate, to meet patient population needs and in the context of the care setting. The LPN reviews the patient's vital signs and laboratory data and with an understanding of the patient condition is able to coordinate a response involving the health care team.

Provide an example of a problem or situation this position would automatically escalate to someone else for resolution.

The LPN recognizes when a patient's clinical condition is deteriorating responds immediately and notifies the RN/RPN and patient's most responsible health practitioner.

11

Working Conditions

Provide details about the physical exertion required, environmental conditions, and the number of direct and indirect reports and kind of work supervised, and any other details related to the incumbents working conditions. Please also provide details on Financial accountability (budget management) if any.

Physical Exertion

Frequent heavy manual work, equipment operation, lifting, prolonged sitting, standing for entire shift, etc...

Heavy manual work, maintaining prolonged postures, and operation of equipment can be common and frequent.

As applicable according to Hazard Identification Assessment and Control (HIAC) developed for each job title, specific hazards related to physical exertion may include:

- Standing, walking, lifting, pulling, pushing, stooping and carrying loads throughout the entire shift.
- Transferring or transporting of supplies, equipment, and patients of varying sizes with varying degrees of mobility throughout the entire shift.

Environmental Conditions

Frequent exposure to hazardous and climate conditions (e.g., temperature, lighting, exposure to biohazard materials, computer fatigue, etc...)

Exposure to identified hazards in the working environment can be common and frequent.

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As applicable according to Hazard Identification Assessment and Control (HIAC) developed for each job title, specific work environment hazards may include:

- Exposure to infectious and noxious agents (e.g. blood & body fluids, biohazardous materials, cytotoxic drugs, etc.).
- Working rotating shifts, weekends, and extended hours.
- Exposure to rapid paced and/or unpredictable work environments.
- Exposure to unfamiliar environments outside of Alberta Health Services' facilities such as clients' homes, community agencies and organizations.

Other

Frequent travel required, Financial accountability, etc...

May require inter-site/community travel as appropriate to patient population.



In-Scope Job Description

Current Classification Title:	LPN
Currently Working Title:	LPN
Proposed Classification Title:	LPN Renal Dialysis
Bargaining Unit:	AUPE
Department/Program:	Lac La Biche Dialysis
Site and Zone:	Lac La Biche – North Zone
Title of Direct Supervisor:	Care Manager
Date Completed:	10 June 2013

1. Job Summary: Describe in 3-4 sentences the overall job and the primary purpose.

The Licensed Practical Nurse (LPN) utilizes the nursing process as a member of, and in collaboration with, the inter-disciplinary team, in the delivery of consistent quality care to meet the needs of the patient/client through the life span.

The LPN participates in the provision of health care to patients/clients by applying nursing knowledge, skills, and judgment to assess patient/client* needs and providing safe, quality nursing care for patients/clients appropriate to the LPN competencies and scope of practice.

The LPN accepts responsibility for continuing competence through ongoing professional development including participation in education programs, research, and continuous quality activities. The LPN provides restricted activity interventions and care within the full scope of practice as defined by the College of Licensed Practical Nurses of Alberta (CLPNA), the LPN adheres to CLPNA professional practice standards and Code of Ethics and employer's policies and procedures. The LPN is responsible and accountable for his/her own practice as defined by the CLPNA and for ensuring that his/her registration and practice permit are current and valid within his/her scope of practice.

The LPN is responsible for providing hemodialysis treatments to patients with renal failure.

*Patient/client represents individuals, families and groups

2. Key Responsibilities: List the main duties/responsibilities of the job. Include the percent of time spent performing each responsibility ensuring a total of 100%.

Key Responsibilities: List in order of importance referencing a typical work week	Percent of time spent
1. Assessment and Monitoring <ul style="list-style-type: none"> Performs and contributes to the initial and ongoing nursing assessment of assigned patients/clients Collects, documents and reports health information from objective/subjective sources to identify patient/client's health needs Monitors changes in health status using critical judgment skills Assesses patient/client's ability to function independently in their home environment 	Varies
2. Care Planning	Varies

<ul style="list-style-type: none"> • Utilizes established nursing diagnosis • Analyzes information and identifies priorities, initiates and/or collaborates in the development of the plan of care to meet patient/client needs • Provides, initiates, and reinforces teaching using development educational materials • Participates in the development of a discharge plan to meet the patient/client's needs, including identifying and coordinating resources required to ensure continuity of care • Identifies and initiates interventions within the LPN's legislated scope of practice 	
3. Plan of Care Implementation <ul style="list-style-type: none"> • Implement nursing treatments and interventions using evidence-based knowledge to accomplish plan of care • Assists patients/client with physical requirements and activities of daily living 	Varies
4. Evaluation <ul style="list-style-type: none"> • Observes, reports, and documents changes in patient/client status and deviations from anticipated response/outcome • Evaluates and suggests modification to plan of care in accordance with patient/client care needs on an ongoing basis 	Varies
5. Documentation <ul style="list-style-type: none"> • Records complete and accurate relevant data for every patient/client in a retrievable form according to regional/departmental/agency policies 	Varies
6. Professional Responsibilities <ul style="list-style-type: none"> • Participates in programs to develop and maintain clinical competence and promote professional growth • Participates as a team member in quality improvement activities • Participates in nursing practice committees • Participates in regional/site committees • Demonstrates a professional image to patients/clients, peers, and other health care providers, and the public • Demonstrates Alberta Health Services approach to quality patient/client care applying the six quality dimensions; safe, effective, timely, efficient, acceptable, appropriate 	Varies
7. Education and Research <ul style="list-style-type: none"> • participates in research, staff development projects, in-service education classes, and other activities as appropriate • participates in the orientation of new employees/students • participates in precepting students as assigned 	Varies
8. Most difficult and/or complex aspects of the position: (difficulty; analysis and decisions required; availability of information; problems encountered) The LPN requires an ability to manage multiple priorities in a dynamic environment. The LPN's skills in critical thinking/judgment and decision-making are important in knowing when to consult/collaborate. The LPN must be able to recognize the complexity of patient/clients' needs/acuity and adapt accordingly to meet their needs.	Varies
9. Diversity and scope of services delivered: (variety; breadth and depth; impact; magnitude) The LPN provides a range of patient/client care services specific to the assigned program or area of specialty. The LPN collaborates from a holistic perspective to ensure that factors impacting patient/client care are addressed. The LPN's ability to accurately assess patient/client status and implement appropriate nursing interventions will have a significant impact on the patient/client outcomes. The LPN must be familiar with the range of health disciplines and healthcare resources.	Varies

3. Leadership/Directing Others: Describe who the position provides work direction/leadership to and the nature of the work direction/leadership.

Type of work leadership provided to others: Check all that apply	<input type="checkbox"/> Assigns work to be done and provides methods to be used <input type="checkbox"/> Takes responsibility for the work group <input type="checkbox"/> Checks the work of others <input type="checkbox"/> Provides advice/instruction for work group
Describe in more detail and/or provide examples of the work leadership indicated above:	
<ul style="list-style-type: none"> • LPN serves as a preceptor for students, as assigned • LPN participates in the orientation of new staff • Team Leading and administrative duties when assigned 	
Title of position(s) work leadership is provide to: Number of FTEs	<ul style="list-style-type: none"> • NA • Students • Unit Clerk
Title and level of immediate supervisor	Care Manager – ER/OR/RR/CSD/Renal Dialysis

Does the position provide input to the performance management process?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If Yes, explain: May be asked to provide feedback		

4. Education and Experience

Formal Education: <u>Minimum</u> essential education qualification of the job	Graduate of an approved Practical Nurse Program.
Training: Special training courses that supplement formal education required to commence the job	<ul style="list-style-type: none"> • Successful completion of an approved post-basic study program as required within the scope of the assigned position • Certification as required within the scope of the assigned position • Certification for advanced training and/or speciality training in compliance with the <i>Health Professions Act</i> regarding restricted activities through successful completion of a specialized practice education or training program approved by the Council. • Successful completion of Northern/Southern Alberta Renal Program Hemodialysis training
Experience: Type of Experience and Length of Experience	
License(s)/Certificate(s): May include drivers license, certification to perform certain duties/courses for certain areas	<ul style="list-style-type: none"> • BLS-C (Basic Rescuer) is required
Professional Membership(s): Professional certificates, registrations and designations, in order to practice e.g. AARN, LPN, CA, CMA P.Eng	Responsible to maintain and provide proof of active registration and practice permit with CLPNA, including specialized practice registration for the assigned position.

5. Contacts: briefly describe the people or groups that the position is in regular contact with both internally and externally (if required).

Internal: List positions within AHS that are in regular contact with the incumbent:	Provide examples to illustrate the nature or reason for the contact and the impact of the contact:
External: List people/groups/organizations outside of AHS that are in regular contact with the incumbent:	Provide examples to illustrate the nature or reason for the contact and the impact of the contact:

6. Decision Making: Provide information about the types of decisions made at this level. Elaborate on the answers to support check boxes in this section as needed.

Is information available to guide incumbents in performing job duties?	Yes	No <input type="checkbox"/>
Please explain: Identify the types of information available) AHS/NARP Policy Procedure Manuals Online resources		

If problems arise when performing regular job duties, is advice from someone available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Please explain: Identify the job title of the person who can provide the advice <ul style="list-style-type: none"> Registered Nurse Care Manager Physicians 		

What types of problems are solved independently (without seeking advice from a colleague or supervisor)?

- Provides care to meet patient/client's personal day to day needs.
- Documents on patient/client charts.
- Reports any significant physiological and psychological changes in patient/client condition.
- Take initiative to maintain a safe environment for patients/clients and staff.

Describe a typical problem and how it was solved independently.

What types of decisions does the position make: Please provide examples of those decisions.

- The LPN will make recommendations to the manager or designate regarding changes to the treatment plan based on an ongoing assessment of the patient/client's situation/status. These assessments and observations are also relied on by physicians, other members of the interdisciplinary health team, and other providers of care in their decision making.

7. Impact/Outcomes: Describe the impact/outcomes of the position's actions both positive and negative.

Results or Outcomes: i.e. Accountability of outcomes, position and program objectives achieved	Provide 1 or 2 examples of the results or outcomes achieved specifically related to actions by this position. <ul style="list-style-type: none"> The LPN provides consistent quality care to meet the needs of the patient/client through the life span.
Impact of Decisions/Actions: i.e. Impact on immediate team, beyond immediate team or	Does this role contain responsibilities which have an impact to the immediate team/department <input checked="" type="checkbox"/> Yes Provide 1 or 2 examples <ul style="list-style-type: none"> Actions taken and decisions made by the LPN have a direct impact

	<p>serious implications including death. Likelihood of error is minimized by adherence to well-established protocols, practices, and standards.</p> <p><input type="checkbox"/> No</p> <p>Does this role contain responsibilities which have an impact beyond the immediate team/department?</p> <p><input type="checkbox"/> Yes <i>Provide 1 or 2 examples identifying the other team/department impacted</i></p> <p><input checked="" type="checkbox"/> No</p> <p>Does this role contain responsibilities which have an impact to multiple departments and/or entire hospital site?</p> <p><input type="checkbox"/> Yes <i>Provide 1 or 2 examples identifying the departments impacted</i></p> <p><input type="checkbox"/> No</p>
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8. Working Conditions

Physical Exertion: Heavy manual work, standing for entire shift, equipment operation, lifting etc.	<ul style="list-style-type: none"> • Lifting, bending, reaching and twisting. • Walking and standing for prolonged periods of time. • Shift work and extended hours.
Environmental Conditions/ Characteristics: Hazardous conditions and climate conditions; temperature, lighting, etc.	<ul style="list-style-type: none"> • Potential hazards include exposure to infection and noxious agents.
Other: Travel required, numerous interruptions, confrontational situations	

9. Changes since last submission: Provide a summary of changes which have impacted the job including a summary of revised duties or organizational changes.

10. Employee Signature: Employee acknowledges they have had the opportunity to review and understand the job description.

Employee Signature: DRizzoli

Date: 19 June 2013

Employee Name: Deborah Rizzoli

Employees shall maintain confidentiality of all AHS information in accordance with HIA, FOIP and other privacy legislation in effect and shall comply at all times with AHS's Information Privacy and Information Security policies.

11. Authorization/acknowledgement: Supervisor acknowledges that the job description is complete and is an accurate reflection of the duties of this role.

Supervisor:

Supervisor Name: PATRICK BRECKENRIDGE

Date: 19 June 2013

Supervisor Signature: 

In-Scope Job Description

Current Classification Title:	Operating Room Technician
Current Working Title:	Licensed Practical Nurse
Proposed Classification Title:	Operating Room Technician
Bargaining Unit:	AUPE
Department/Program:	Operating Room
Site and Zone:	
Title of Direct Supervisor:	Manager
Date Completed:	

1. Job Summary: Describe in 3-4 sentences the overall job and the primary purpose.

Under the direction of the Theatre Registered Nurse the Operating Room Technician (ORT) assists with assessing, planning, implementing resources and evaluating the perioperative care of the patients in the surgical suite. The ORT functions as a team member and works collaboratively with other disciplines within the surgical suite. The ORT will act in accordance with hospital wide guidelines and policies and within the limitation of the ORT operating room roles.

2. Key Responsibilities: List the main duties/responsibilities of the job. Include the percent of time spent performing each responsibility ensuring a total of 100%.

Key Responsibilities: List in order of importance referencing a typical work week	Percent of time spent
Scrub Role <ul style="list-style-type: none"> • Prepares for each surgical procedure including anatomy, use/sequence and handling of surgical instruments/equipment. • Applies knowledge of safe infection control practices. • Practices excellence in aseptic technique. • Performs an accurate, efficient, organized surgical count with a Registered Nurse. • Provides teaching/learning support for learners. • Aseptically prepares/mixes intra-operative medications used by the surgeon. Dosage calculation done by the Registered Nurse. • Provides accurate information for the care and handling of the specimen(s). • Carries out an efficient, safe, organized dismantling of materials and theatre change over. • Completes required health record documentation • Provides direct care to the perioperative patient in the theatre as assigned • Demonstrates attention to detail and anticipates the needs of the scrub team. • Transports specimens and ensures proper documentation • Assists the team in post surgical care and transfer from the OR bed • Participates in an efficient theatre change over • Assists in teaching others such as nursing staff the scrub role. 	50%
Circulating Role <ul style="list-style-type: none"> • Functions as an assistive circulator to the Registered Nurse. • Assists in preparation of the theatre set up including the sterile setup, instruments, material and equipment. • Performs surgical count with Registered Nurses. • Assists in the transport and transfer of the patient. • Assists the team in safe and secure surgical patient positioning. • Applies devices to the patient including electro surgery units and tourniquets. 	50%

<ul style="list-style-type: none"> • Performs skin preparation. • Assists the scrub team in gowning, draping and establishing the sterile field. • Observes aseptic technique, surgical team needs and infection control practices throughout the case. • Assists the team with emergency situations, complications and incidents. • Assists with labeling, handling, recording and transporting of specimens to lab pick up. • Documents in an accurate, legible and complete manner. • Assists the team in post surgical patient care and transfer from the OR bed. • Participates in an efficient theatre changeover. • Assists in the teaching/learning needs of new staff. • Follows policies and procedures. • Other duties as assigned 	

3. Leadership/Directing Others: Describe who the position provides work direction/leadership to and the nature of the work direction/leadership.

Type of work leadership provided to others: Check all that apply	<input type="checkbox"/> Assigns work to be done and provides methods to be used <input type="checkbox"/> Takes responsibility for the work group <input type="checkbox"/> Checks the work of others <input type="checkbox"/> Provides advice/instruction for work group
Describe in more detail and/or provide examples of the work leadership indicated above :	
Title of position(s) work leadership is provided to: Number of FTEs	
Title and level of immediate supervisor	

Does the position provide input to the performance management process?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If Yes, explain:		

4. Education and Experience

Formal Education: <u>Minimum</u> essential education qualification of the job	Completion of an Accredited Licensed Practical Nurse program with an Operating Room Technician program certificate.
Training: Special Training courses that supplement formal education required to commence the job	ORT Certification
Experience: Type of Experience and Length of Experience	
License(s)/Certificate(s): May include drivers license, certification to perform certain duties/courses for certain areas	N/A
Professional Membership(s): Professional certificates, registrations and designations, in order to practice e.g. AARN, LPN, CA, CMA P.Eng	Registration with the College of Licensed Practical Nurses of Alberta (CLPNA) ORNAC membership encouraged

5. Contacts: Briefly describe the people or groups that the position is in regular contact with both internally and externally (if required).

Internal: List positions within AHS that are in regular contact with the incumbent: DI, LAB, PROCESSING	Provide examples to illustrate the nature or reason for the contact and the impact of the contact: Documents specimen in log book, errors in documentation lead to delays in processing
External: List people/groups/organizations outside of AHS that are in regular contact with the incumbent: SALES REPS, STUDENTS, VISITORS	Provide examples to illustrate the nature or reason for the contact and the impact of the contact: ANSWERS QUESTIONS WITHIN SCOPE OF KNOWLEDGE AND EXP. INAPPROPRIATE COMMENTS MAY LEAD TO SITUATIONS.

6. Decision Making: Provide information about the types of decisions made at this level. Elaborate on the answers to support check boxes in this section as needed.

Is information available to guide incumbents in performing job duties?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Please explain: (Identify the types of information available) AHS policies and procedures, Operating Room Nurses of Canada standards, CSA standards		

If problems arise when performing regular job duties, is advice from someone available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Please explain: Identify the job title of the person who can provide the advice RNs, Manager, Instructor		

What types of problems are solved independently (without seeking advice from a colleague or supervisor)?
Set up and management of instrumentation, equipment and supplies used a part of the aseptic field

Describe a typical problem and how it was solved independently.
Break in sterility. The ORT will recognize this and request a replacement item for the contaminated item.

What types of decisions does the position make? Please provide examples of those decisions.

7. Impact/Outcomes: Describe the impact/outcomes of the position's actions both positive and negative.

Results or Outcomes: i.e. Accountability of outcomes, position and program objectives achieved	Provide 1 or 2 examples of the results or outcomes achieved specifically related to actions by this position. Safe and efficient management of the aseptic field
Impact of Decisions/Actions: i.e. Impact on immediate team, beyond immediate team or department, multiple department or entire site	<p>Does this role contain responsibilities which have an impact to the immediate team/department <input checked="" type="checkbox"/> Yes Provide 1 or 2 examples <i>Poor management of the aseptic field can result in increased workload, costs and negatively impact quality of patient care</i> <input type="checkbox"/> No</p> <p>Does this role contain responsibilities which have an impact beyond the immediate team/department? <input checked="" type="checkbox"/> Yes Provide 1 or 2 examples identifying the other team/department impacted</p>

	Processing/ Case Carts; Diagnostic Imaging, Laboratory, Inventory, housekeeping <input type="checkbox"/> No Does this role contain responsibilities which have an impact to multiple departments and/or entire hospital site? <input type="checkbox"/> Yes <i>Provide 1 or 2 examples identifying the departments impacted</i> <input checked="" type="checkbox"/> No
--	--

8. Working Conditions

Physical Exertion: Heavy manual work, standing for entire shift, equipment operation, lifting etc.	Ability to stand scrubbed for many hours supporting the surgical team. Ability to lift objects up to 50 pounds 10 - 15 times per shift.
Environmental Conditions/Characteristics: Hazardous conditions and climate conditions; temperature, lighting etc.	Constant exposure risk to blood, body fluids and risk of needle stick injury. Repeated contact with radiographic procedures. Repeated contact with anesthetic agents, chemicals and cement fumes.
Other: Travel required, numerous interruptions, confrontational situations	

9. Changes since last submission: Provide a summary of changes which have impacted the job including a summary of revised duties or organizational changes.

10. Employee Signature: Employee acknowledges they have had the opportunity to review and understand the job description.

Employee Signature: _____ Date: _____

Employee Name: _____

Employees shall maintain confidentiality of all AHS information in accordance with HIA, FOIP and other privacy legislation in effect and shall comply at all times with AHS's Information Privacy and Information Security policies.

11. Authorization / acknowledgement: Supervisor acknowledges that the job description is complete and is an accurate reflection of the duties of this role.

Supervisor:

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

Part B – Primary Information

1	Position Details <i>List all classification-related information.</i>
Current Classification Title	Licensed Practical Nurse with Specialized Orthopaedic Training
Current Working Title	Licensed Practical Nurse with Specialized Orthopaedic Training
Proposed Classification Title	Licensed Practical Nurse with Specialized Orthopaedic Training
Bargaining Unit	AUPE
Department/Program	Bone and Joint Clinic
Site and Zone	South Health Campus - Calgary Zone

2	Job Summary <i>Briefly describe the primary purpose of the role and how the work performed supports the department or program.</i>
<p>The Licensed Practical Nurse / Orthopaedic Technologist (LPN/ROT) will be responsible for planning, assessing, treating, and monitoring the care of the Orthopaedic Patient in the South Health Campus Bone and Joint Clinic</p>	

3	Key Responsibilities <i>List the specific tasks of the position. Include the percent of time spent performing each group of responsibilities ensuring the total adds up to 100%.</i>	
List and describe the key responsibilities in order of importance – referring to a typical work week		Percent of Time
Clinical Activities <ol style="list-style-type: none"> 1. Accepts written orders from the physician to execute patient procedures. 2. Carries out Physician orders to: <ul style="list-style-type: none"> • Apply/remove/adjust casts, splints and braces, • Perform wound care and dressing changes • Perform suture, staple and/or pin removal 3. Prepares for specialized procedures (injections, reductions etc.). 4. Assists physician as necessary 5. Provides patient and/or family information/education, on patient's current injury and treatment. 6. Provides patients and families with information on injury prevention and promotion. 7. Instructs patient/family on care of specialized orthopaedic appliances (cast, air cast, splint crutches etc). 8. Completes documentation on patient care record. 9. Records OACCS data daily on all patients encountered in the clinic. 10. Performs clerical duties as required. 11. Supports activities in the SHC Hand Clinic as required 		75 %
Program/Personal Development Activities <ol style="list-style-type: none"> 1. Provides teaching placements for orthopaedic technology students, residents, staff physicians, medical students, and other health professionals as required. 		15%

2. Contributes to evaluation of new orthopaedic equipment, and supplies. 3. Participates in staff education and staff development. 4. Develops/implements new procedures, educational material for patients and Bone and Joint Clinic staff 5. Provides technical expertise to residents, staff physicians, medical students, and other health professionals as required. 6. Participates in sanctioned Alberta Health Services initiatives. 7. Will operate within budget (e.g. identify ways to decrease overtime). 8. Will remain current and competent with the practices of the LPN/Orthopaedic Technologist in the SHC Emergency Department 9. Participates in and supports Program and Unit Quality Improvement Initiatives	
Clinic Maintenance 1. Maintains and monitors Bone and Joint Clinic equipment; submits equipment and supplies for repair as required. 2. Monitors and effectively manages Bone and Joint Clinic supply inventories. 3. Provides a safe clean environment in the Bone and Joint Clinic. 4. Notifies Unit Manager of any safety issues. 5. Assists with record management in the Bone and Joint Clinic.	10%
Total	100%

4	Employment Requirements <i>List the type(s) and level(s) of education, training, experience, certificates, professional memberships, preferred and/or bona fide occupational requirements required to perform the responsibilities of the role.</i>
Formal Education <i>Minimum education requirements of the job (e.g., Unit Clerk course, master's degree in Psychology, etc...)</i> Required: <ul style="list-style-type: none"> Successful completion of recognized Licensed Practical Nursing Course eligible for registration with College of Licensed Practical Nurses of Alberta (CLPNA) Completion of a CLPNA-recognized orthopaedic training program (e.g., NorQuest College) 	
Professional Membership(s) <i>Professional certificates, registrations and designations, in order to practice (e.g., CARNA, LPN, CA, etc...)</i> <ul style="list-style-type: none"> Member in good standing with College of Licensed Practical Nurses of Alberta (CLPNA) Preferred: member in good standing with the voluntary association known as the Canadian Society for Orthopaedic Technologists (CSOT) 	
Certificates and/or License(s) <i>May include certification to perform certain duties or courses for certain area (e.g., WHMIS, driver's licence, Basic Rescuer, etc...)</i> <ul style="list-style-type: none"> Must maintain current certification of Heart and Stroke Foundation Basic Life Support (BLS) for Health Care Providers (C) CSOT Certification preferred 	
Training <i>In-house or external training courses that supplement formal education required to commence the job (e.g., time keeping course, MS Office Suite, etc...)</i> Clinic specific training required by the unit would be captured in orientation to the Clinic environment.	

Skills and Experience

Type of experience and length of experience (e.g., Intermediate MS Excel skills, five years of experience working in acute care, etc...)

Experience:

Minimum one year LPN-Ortho Tech experience in an orthopaedic clinic **OR** Minimum one year experience as an LPN-Ortho Tech in an emergency department or urgent care centre

Knowledge, Skills and Abilities:

1. Working knowledge of the medical and surgical conditions seen in the Bone and Joint Clinic for both Adult and pediatric patient populations.
2. Knowledge of precautions and considerations relating to conditions seen in the orthopaedic clinic (e.g. Infection control procedures).
3. Working knowledge of clean/sterile techniques and dressing changes related to wound care.
4. Determine and complete safe transfers/lifts of patients in the Bone and Joint Clinic.
5. Perform the required range of casting/splinting techniques with skill and efficiency.
6. Interact with patients, families, physicians, and staff in a professional manner.
7. Demonstrated initiative and sound judgment in carrying out all responsibilities.
8. Work effectively in a multidisciplinary environment.
9. Effective interpersonal and communication skills.
10. Effective organizational skills.
11. Must be flexible and reliable.

Part C – Supporting Information
5
Work Direction

If applicable, list the classifications this position provides in-scope leadership to and give examples of leadership provided.

Positions within a bargaining unit can provide leadership or work direction within limits. A position provides in-scope leadership to a group of staff if their key responsibilities include assigning work, checking work, giving direction to other positions and providing input into ongoing performance evaluations.

Is a percent of time allotted to in-scope leadership in Section 3?

☐ Yes *If yes, complete this section* ☒ No *If no, go to section 6*

List classifications and related FTE this position provides in-scope leadership to, as indicated on the organizational chart (e.g., Clerk II – 4.4 FTE, Clerk III – two casual, etc...).

[Click here to enter text.](#)

Elaborate on the leadership provided to others described in the Key Responsibilities in Section 3 by referencing examples of coaching and mentoring, issues resolution, performance evaluation, etc...

[Click here to enter text.](#)

6
Job Complexity

Describe the process used to make decisions and solve problems to illustrate the scope of the role and job complexity.

What supports are available to guide incumbents in performing job duties? (e.g., supervisor, colleagues, professional practice standards, operational or organizational policies, procedures and guidelines, etc....)

Unit Manager
Nurse Clinician
Nurse Educator
Physicians
Peers
Organizational Policies
Clinic/Unit Operational Procedure Manual
CLPNA Professional Practice Standards

Give an example of a routine problem this position would be required to solve. Describe the end-to-end process to solve the problem and implement its outcome. Include steps, alternatives, or decisions used in the process.

A patient who has received cast to forearm presents to the LPN/Ortho Tech. Patient has limited circulation to the fingers of the affected arm; LPN/Ortho Tech "bi-valves" (i.e., splits) the cast on both sides to restore circulation to the limb. After rescuing the limb, the LPN/Ortho Tech would report to the Most Responsible Physician in the Bone and Joint Clinic

Provide an example of a problem or situation this position would automatically escalate to someone else for resolution.

Any matter related to Patient Safety would require remedy in the moment and escalation. For example, a patient may present to the Clinic with an inappropriately applied cast. The LPN/Ortho Tech would correct the problem by removing the cast, have a physician assess, and proceed with an effective remedy based on physician direction. The matter would then be communicated to the Unit Manager for further follow up

If applicable, give an example of a regular recommendation this position would make (e.g., provides input into the patient care plan based on client assessment, new or revised policies or procedures, equipment requirements, etc...).

In consultation with the most responsible physician, the LPN/Ortho Tech would make recommendations regarding specific orthopaedic appliance use/application and specific cast application

7

Contacts

Briefly describe the people or groups that the position is in regular contact with through the course of their work both internally (refer to organizational chart) and externally, as well as the purpose of the contact.

List the titles and classifications this position has contact with in their immediate department or program and describe the purpose of the contact.

RN, LPN, Unit Aide, Nursing Attendant, Unit Clerk, Orthopaedic Surgeon, Emergency Physician, Paramedic, Clinical Clerk, Resident

- Contact with all persons listed above would be in the context of patient care within the Clinic, on an Inpatient Unit, or in the Emergency Department

If applicable, list other titles and classifications this position has contact with outside of their immediate department or program within Alberta Health Services and describe the purpose of the contact.

Patients and Family Members

If applicable, list the people, groups and organizations this position has contact with external to Alberta Health Services and describe the purpose of the contact.

Not applicable

8

Working Conditions

Provide details about the physical exertion required, environmental conditions, and any other details related to the incumbents working conditions.

Physical Exertion

Frequent heavy manual work, equipment operation, lifting, prolonged sitting, standing for entire shift, etc...

Work involves/requires

- Walking and Standing for prolonged periods
- Maintaining awkward positions for prolonged periods
- Lifting up to 60 lbs independently
- Assisted lifting up to 300 lbs (i.e., assisting patients with positioning in bed)
- Manipulation of patient's limbs
- Operation of cast cutting saw
- Operation of cast splitting tongs and other specialized orthopaedic tools

Environmental Conditions

Frequent exposure to hazardous and climate conditions (e.g., temperature, lighting, exposure to biohazard materials, computer fatigue, etc...)

- Potential hazards include exposure to infection and noxious agents, exposure to plaster and fiberglass dust.
- Exposure to various levels of noise due to the use of cast cutting saws
- No hazards related to climate – position works indoors in regulated climate
- Exposure to sharp objects/edges such as scalpels, knives, scissors

Other

Frequent travel required numerous interruptions, confrontational situations, etc...

Not applicable

9

Changes Since Last Evaluated

Indicate the significant changes in duties and responsibilities or reason for evaluation request (e.g., new department or initiative, employee requested review, change in department structure, percent change in key responsibilities in Section 3).

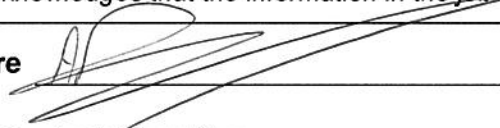
Position has not been evaluated specific to South Health Campus operations

10

Additional Information

If applicable, provide any additional information that has not already been captured that is pertinent to understanding the position (e.g., number of OR suites surgeries are scheduled for, facility size and characteristics, etc...).

The South Health Campus (SHC) LPN/Ortho Techs have been working between the SHC Emergency Department and the SHC Bone and Joint Clinic since opening to operations in January 2013. All positions have been based out of the Emergency Department. This position is intended to primarily support the operations of the Bone and Joint Clinic

11	<p>Authorization and Acknowledgement</p> <p><i>Manager acknowledges that the information in the job description is complete and accurate.</i></p>
<p>Manager Signature  _____ Date <u>September 30, 2015.</u></p> <p>Manager Name <u>Andy Boughton</u></p> <p style="text-align: center;">(Please print)</p> <p><i>Manager acknowledges that the job description is complete and is an accurate reflection of the work assigned to this role.</i></p>	

Part B – Primary Information

1	Position Details <i>List all classification-related information.</i>
Current Classification Title	Licensed Practical Nurse
Current Working Title	License Practical Nurse
Proposed Classification Title	Personal Support Coordinator
Bargaining Unit	AUPE-AUX
Department/Program	Home Care
Site and Zone	Zone 10

2	Job Summary <i>Briefly describe the primary purpose of the role and how the work performed supports the department or program.</i>
<p>Within the Home Care interdisciplinary team, the Person Support Coordinator is responsible for the planning, organizing, implementing, monitoring and evaluating of personal support services. This position includes recruitment, supervision, education, and performance reviews of Personal Care Aides. The Personal Support Coordinator also provides nursing services within the LPN scope of practice.</p>	

3	Key Responsibilities <i>List the specific tasks of the position. Include the percent of time spent performing each group of responsibilities ensuring the total adds up to 100%.</i>	
List and describe the key responsibilities in order of importance – referring to a typical work week		Percent of Time
Coordinates the scheduling of Personal Care Aides by: <ul style="list-style-type: none"> Assigning staff based on a review of appropriate skills, assessed need, client information, and required scheduling provisions; Prioritizing assignment according to client need; Adhering to authorized plan of care; Maximizing resources by scheduling in a cost-efficient manner. 		25%
Supervises Personal Care Aides by: <ul style="list-style-type: none"> Providing guidance, support and mentoring; Evaluating care given according to PCA competencies; Reviewing charting related to client care; Conducting performance appraisals according to Home Care procedures; Consulting with the Home Care Manager regarding potential disciplinary concerns; Resolving day-to-day issues brought forward by clients and staff; Auditing or processing timesheets and service invoices; Monitoring time and attendance and resolving related issues. 		25%

Coordinates orientation and staff development for Personal Care Aides by: <ul style="list-style-type: none"> Facilitating attendance for and providing new staff orientation; Organizing and providing in-services; Coordinating attendance at annual certifications; Recruiting participants for CQI activities; Participating in the delivery of Health Care Aid or other education modules. 	10%
Participates in the recruitment and selection of Personal Care Aides by: <ul style="list-style-type: none"> Identifying and advising the Manager of the need; Participating in recruitment strategies; Screening and reviewing applications; 	10%
Performs administrative functions in support of the Home Care Reporting System by: <ul style="list-style-type: none"> Reviewing, reconciling and completing reports as required; Participating in client authorizations; Reporting on caseload and staffing issues in a timely manner; Collecting and compiling statistics and information as directed. 	20%
Contributes to the teams by: <ul style="list-style-type: none"> Participating in and conducting client conferences and interdisciplinary team meetings; Participating in CQI activities; Contributing to program development; Promoting and supporting Home Care Mission and Goals; Demonstrating positive contributions to the team. 	10%
Total	100%

4	Employment Requirements <i>List the type(s) and level(s) of education, training, experience, certificates, professional memberships, preferred and/or bona fide occupational requirements required to perform the responsibilities of the role.</i>
Formal Education <i>Minimum education requirements of the job (e.g., Unit Clerk course, master's degree in Psychology, etc...)</i> Graduated from a recognized LPN program BCLS Healthcare Provider Level C required Successful completion and maintenance of competencies outlined in legislation and the profession through continuous learning.	
Professional Membership(s) <i>Professional certificates, registrations and designations, in order to practice (e.g., CARNA, LPN, CA, etc...)</i> Click here to enter text.	
Certificates and/or License(s) <i>May include certification to perform certain duties or courses for certain area (e.g., WHMIS, driver's licence, Basic Rescuer, etc...)</i> Current registration with CLPNA Valid Alberta's driver's license	

Training

In-house or external training courses that supplement formal education required to commence the job (e.g., time keeping course, MS Office Suite, etc...)

Click here to enter text.

Skills and Experience

Type of experience and length of experience (e.g., Intermediate MS Excel skills, five years of experience working in acute care, etc...)

3 years LPN experience preferred.

Related community nursing experience preferred

Administrative experience preferred

Supervisory experience an asset

Ability to make principle-based decisions;

Ability to problem-solve, prioritize and organize work effectively;

Ability to work effectively in a team environment;

Ability to plan , organize and supervise the provision of support services to clients;

Ability to work independently with limited supervision;

Effective listening skills and the ability to accurately and effectively communicate verbally and in writing;

Ability to practice within the scope of authority;

Ability to serve as a positive role model and resource for staff and students;

Ability to utilize program specific policies and procedures;

Access to reliable vehicle;

Working knowledge of electronic work processing, document storage and retrieval.

Part C – Supporting Information
5
Work Direction

If applicable, list the classifications this position provides in-scope leadership to and give examples of leadership provided.

Positions within a bargaining unit can provide leadership or work direction within limits. A position provides in-scope leadership to a group of staff if their key responsibilities include assigning work, checking work, giving direction to other positions and providing input into ongoing performance evaluations.

Is a percent of time allotted to in-scope leadership in Section 3?

☐ Yes *If yes, complete this section* ☐ No *If no, go to section 6*

List classifications and related FTE this position provides in-scope leadership to, as indicated on the organizational chart (e.g., Clerk II – 4.4 FTE, Clerk III – two casual, etc...).

Click here to enter text.

Elaborate on the leadership provided to others described in the Key Responsibilities in Section 3 by referencing examples of coaching and mentoring, issues resolution, performance evaluation, etc...

[Click here to enter text.](#)

6
Job Complexity

Describe the process used to make decisions and solve problems to illustrate the scope of the role and job complexity.

What supports are available to guide incumbents in performing job duties? (e.g., supervisor, colleagues, professional practice standards, operational or organizational policies, procedures and guidelines, etc...)

[Click here to enter text.](#)

Give an example of a routine problem this position would be required to solve. Describe the end-to-end process to solve the problem and implement its outcome. Include steps, alternatives, or decisions used in the process.

[Click here to enter text.](#)

Provide an example of a problem or situation this position would automatically escalate to someone else for resolution.

[Click here to enter text.](#)

If applicable, give an example of a regular recommendation this position would make (e.g., provides input into the patient care plan based on client assessment, new or revised policies or procedures, equipment requirements, etc...).

[Click here to enter text.](#)

7
Contacts

Briefly describe the people or groups that the position is in regular contact with through the course of their work both internally (refer to organizational chart) and externally, as well as the purpose of the contact.

List the titles and classifications this position has contact with in their immediate department or program and describe the purpose of the contact.

[Click here to enter text.](#)

If applicable, list other titles and classifications this position has contact with outside of their immediate department or program within Alberta Health Services and describe the purpose of the contact.

[Click here to enter text.](#)

If applicable, list the people, groups and organizations this position has contact with external to Alberta Health Services and describe the purpose of the contact.

Click here to enter text.

8
Working Conditions

Provide details about the physical exertion required, environmental conditions, and any other details related to the incumbents working conditions.

Physical Exertion

Frequent heavy manual work, equipment operation, lifting, prolonged sitting, standing for entire shift, etc...

Click here to enter text.

Environmental Conditions

Frequent exposure to hazardous and climate conditions (e.g., temperature, lighting, exposure to biohazard materials, computer fatigue, etc...)

Click here to enter text.

Other

Frequent travel required numerous interruptions, confrontational situations, etc...

Click here to enter text.

9
Changes Since Last Evaluated

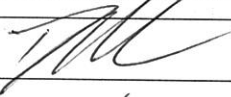
Indicate the significant changes in duties and responsibilities or reason for evaluation request (e.g., new department or initiative, employee requested review, change in department structure, percent change in key responsibilities in Section 3).

Click here to enter text.

10
Additional Information

If applicable, provide any additional information that has not already been captured that is pertinent to understanding the position (e.g., number of OR suites surgeries are scheduled for, facility size and characteristics, etc...).

Click here to enter text.

11**Authorization and Acknowledgement***Manager acknowledges that the information in the job description is complete and accurate.***Manager Signature****Date**JANUARY 12 2015**Manager Name**DENISE WILKINSON

(Please print)

Manager acknowledges that the job description is complete and is an accurate reflection of the work assigned to this role.